

U. S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 13-139

OPEN TO:	All Interested Candidates	OPENING DATE:	September 18, 2013
POSITION:	Political Assistant , FSN-8, FP-6*	CLOSING DATE:	October 1, 2013
POSITION NO:	K-10189		
WORK HOURS:	Full-time; 40 hours/week		
	*Not-Ordinarily Resident: US\$ 44,737 p.a. (Starting salary)		
	(Position Grade: FP-6 to be confirmed by Washington)		
	*Ordinarily Resident: Rs.1,270,208 p.a. (Starting salary)		
	(Position Grade: FSN-8)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking an individual for the position of Political Assistant in the Political Section.

BASIC FUNCTION OF POSITION:

The incumbent requires to keep the Consul General, Political Officer and other relevant Consulate, Embassy and U.S. Government officials abreast of political developments and trends in Sindh and/or Baluchistan, specifically, and Pakistan in general. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. EDUCATION: University degree (14 years of education) in political science, history, journalism, public diplomacy, sociology, anthropology or law is required.

2 EXPERIENCE: Two years of professional experience in a field requiring knowledge of national and international political systems is required.

3. LANGUAGE: Level IV (Fluent) Reading/Writing/Speaking of English and Urdu are required. Language skills may be tested. Level IV (Fluent) Reading/Writing/Speaking of Balochi or Pashto is also required.

4. KNOWLEDGE: Incumbent should have a thorough knowledge of the Pakistan, Sindh and/or Baluchistan political milieu to include relevant historical information. Knowledge of the province's ethnic groups and political movements, parties and trends is required. A good knowledge of Pakistan's NGOs and the laws pertaining to their operations in Pakistan is also required.

5. ABILITIES & SKILLS: Incumbent must be able to work with little direct supervision and to carry out projects from inception to completion on their own initiative. Strong interpersonal skills that allow the incumbent to development the necessary contacts and relationships to follow events are required. Incumbent must be able to write correct, precise descriptive English prose. The incumbent will be expected to translate for Consulate and Embassy officials in meetings with speakers of the languages Urdu, Balochi, or Pashto. Incumbent must be able to make sophisticated political analyses and report them in a timely and easily understood manner. Incumbent must be proficient in MS Office Suite. This may be tested.

SELECTION PROCESS:

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
7. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
8. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
9. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 13-139) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents at this stage; you will be informed when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 1, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.